

Data Request Procedure

**Bureau of Workforce Information
Division of Workforce Solutions
Department of Workforce Development
December 12, 2002**

The Bureau of Workforce Information (BWI) provides consultation, data analysis and file creation on a variety of topics related to work programs and labor market information. Many summary statistics are available at no charge on the Department of Workforce Development's Web site (www.dwd.state.wi.us). If the information being sought is not offered on this site, BWI can produce summary statistics within the restrictions of state and federal laws, regulations and administrative rules.

Confidentiality

BWI is governed by specific program statutes, in addition to the statutory requirements of the Wisconsin Public [Open] Records Law (Sections 19.21 – 19.39, Wis. Stats.), and these statutes place restrictions on the release of records containing personal information. In addition, other statutes or laws may apply to the disclosure of information from agency records.

Charges

For data requests involving one-half hour or more of staff time, BWI will charge the requestor \$76 per hour for all work expended to complete the request. This amount recovers the administrative costs incurred by BWI to execute the data request.

What Requestors Should Include in a Data Request

To ensure that BWI meets a requestor's informational needs, a written description of the data request must be submitted to BWI. The data request should be as specific as possible and, at a minimum, should include the following information:

- A description of the program area of interest (e.g., W-2, Workforce Investment Act (WIA), labor market statistics);
- A list of data items and their interrelationships (e.g., number of W-2 participants by race, number of employees and gross wages by industry);
- Time period (e.g., January to June, 2002);
- Geographic specifications (e.g., a specific county, a metropolitan statistical area (MSA), Milwaukee County vs. the "balance of state"); and
- Any other selection criteria.

In addition, requestors should indicate the format(s) in which they would prefer to receive the data. (See note at end for details on data formats provided by BWI.)

Where to Send Data Requests

Requests for work program information should be sent by e-mail (paul.saeman@dwd.state.wi.us) or postal mail to Paul Saeman, Research and Statistics Section Chief, Bureau of Workforce Information, Department of Workforce Development, 201 E. Washington Ave., Madison, WI, 53702.

Requests for labor market information should be sent by e-mail (linda.schultz@dwd.state.wi.us) or postal mail to Linda Schultz, Labor Market Information Section Chief, Bureau of Workforce Information, Department of Workforce Development, 201 E. Washington Ave., Madison, WI, 53702.

How Data Requests Will Be Processed

Upon receiving a data request, BWI will assign it a tracking number and review it to determine whether the requested data:

- Are available;
- May be released in accordance with applicable statutes, regulations and rules; and
- Require no further clarification or refinement.

If a request fails to meet any of these conditions, BWI will work with the requestor to modify the request accordingly. If the request meets all these conditions, BWI will estimate the anticipated cost and time required to complete the request. BWI will send a response by e-mail or postal mail within 10 business days.

Completing a Data Request

Before BWI proceeds to fulfill a request, the requestor must agree in writing to the costs, terms and conditions outlined by BWI. This statement should be sent by e-mail or postal mail to Paul Saeman (for work program-related requests) or Linda Schultz (for labor market-related requests).

Estimated completion dates depend upon the availability of resources, particularly staff time, and are based on the date that the requestor authorizes BWI to begin work. BWI will strive to fulfill requests as rapidly as needed by a requestor.

Billing

In most instances, BWI will issue a bill or invoice upon delivery of the requested data. In cases where the request is especially large or complex, however, BWI reserves the right to require full or partial payment before delivery of the requested data. Payment instructions will be included in the invoice.

Note on data formats: BWI provides summary statistics in formats that are compatible with the Windows-based operating system. Tabular data typically are provided in a spreadsheet-based format (MS Excel), but upon request, can be provided in a relational format as well (MS Access). BWI staff also can present summary statistics graphically, such as in pie charts, bar graphs, etc., using MS PowerPoint or MS Excel. Wherever applicable, pertinent documentation is provided in a word-processing format (e.g., MS Word, WordPad).